

**NoDARS Project Steering Group Meeting  
Third Meeting  
Stockholm, Sweden  
13-14 April 2016**

<b>Reference</b>	NoDARS PSG 3/Info 1
<b>Title</b>	Practical information for participants
<b>Submitted by</b>	PHAS and NDPHS Secretariat
<b>Summary/Note</b>	Please note that the meeting will be held from mid-day (ca. 12.00) on 13 of April 2016 to allow the participants to arrive on the same day, and will adjourn at lunch (ca. 12) on the following day to allow for an afternoon flight home.

## CONTACT INFORMATION

### NDPHS Secretariat

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### Host

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## MEETING VENUE

Public Health Agency of Sweden  
Meeting Room Virum  
Nobels väg 18  
171 82 Solna  
Sweden

## CONFIRMATION OF PARTICIPATION

Kindly confirm your participation in the 3rd meeting of the NoDARS Project Steering Group by **4 April 2016** by **using the on-line registration form**, which is available on the NDPHS website at: [http://www.ndphs.org/?mtgs,nodars\\_psg\\_3\\_stockholm](http://www.ndphs.org/?mtgs,nodars_psg_3_stockholm).



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## ACCOMMODATION

The Host has made a group reservation at Elite Palace Hotel, which is not far from the Public Health Agency of Sweden.

Elite Palace Hotel  
Sankt Eriksgatan 115  
113 43 Stockholm  
+46 08-566 217 00

## INFORMATION ABOUT TRAVEL, ACCOMMODATION AND SUBSISTENCE ALLOWANCE AND THE NDPHS TRAVEL CLAIMS SYSTEM

**One representative per Project Partner is eligible** for travel and subsistence allowance for the PSG 3 meeting (but **only within the cost foreseen in the project budget**).

The participants who would like to benefit from the travel and subsistence allowance are kindly requested to do the following **before** the meeting:

### 1. Get acquainted with the NDPHS Travel Claims System, if not done so far

Carefully read information at <http://ndphs.org/?travelclaims,page,about> and <http://ndphs.org/?travelclaims,page,guidelines>.

### 2. Register personal account in the NDPHS Accounts System, if not done so far

All participants who wish to benefit from the financial support are required to submit, **within 2 weeks of traveling**, a travel claim for approval using the [NDPHS Travel Claims System](#). The originals of supporting documents, including but not limited to the originals of their boarding passes are to be submitted in accordance with the instructions in the NDPHS Travel Claims System.

In addition, the following rules apply:

#### 1) Travel

Only **economy class** travel is eligible for support.

The following travel allowances **for economy tickets** are available **per international trip including all travel costs** (e.g., flight tickets, cost of a trip from home to the airport at the home country and vice versa, cost of a trip from the airport to the meeting venue and vice versa):

- Smolensk – Stockholm – Smolensk: 2 x 530 = 1060 EUR;
- Turku – Stockholm – Turku: 2 x 155 = 310 EUR;
- Riga – Stockholm – Riga: 2 x 160 = 320 EUR;
- Oslo – Stockholm – Oslo: 2 x 155 = 310 EUR;
- Warsaw – Stockholm – Warsaw: 2 x 195 = 390 EUR;
- Berlin – Stockholm – Berlin: 2 x 150 = 300 EUR.



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If there is absolutely no possibility to stay within this limit, the respective participant is invited to contact the NDPHS Secretariat before tickets are bought. Please **use the registration form to submit to the NDPHS Secretariat your proposed flight itinerary by 21 March 2016 so that the NDPHS Secretariat can book and pay for your flight tickets in advance.**

## 2) Subsistence allowance, including accommodation

The project estimated budget foresees that only one person per Project Partner will receive one per diem (two persons travelling longest will receive 1.5 per diems, if their trips last at least 1.5 days) and will stay in a hotel for one night. If some funding becomes available due to lower than expected total cost of the event, **the available amount can be used to increase the per diems for other participants who will have travelled longer than 1 day.** This, however, will need to be discussed with the NDPHS Secretariat **before the travel claim is submitted.**

If a Project Partner would like to delegate more than one person or the delegate would like to stay longer than foreseen in the project budget, the respective organization or the delegate will need to bear all respective expenses itself. It should also contact the Host representative to check if this is in line with their planning regarding on-spot matters (the size of the meeting room, the number of participants benefitting from sponsored lunches, etc.).

**Per diem for the Project Steering Group meeting in Stockholm is calculated as follows:**

- Recommended daily subsistence allowance of 97 EUR. The daily subsistence includes money for local trips (except for those to/from the airports at the home country and the country of destination as these belong to the travel costs). Since the local host and/or hotel offers free breakfast and lunch, this figure (EUR 97) is lowered by 15% for breakfast, 30% for lunch giving a **daily subsistence allowance of 53 EUR.**
- **Hotel ceiling of 145 EUR/day.**

The Host has preliminarily booked accommodation for all participants of the workshop at the Elite Palace Hotel. The NDPHS Secretariat will pay hotel bills (for one night only) of the eligible participants directly to the hotel.

## MEALS DURING THE MEETING

Lunch and refreshments during the meeting will be offered free of charge by the Host.

## TRAVEL INFORMATION

**Travel from Stockholm Arlanda Airport to the Public Health Agency of Sweden**

- **By flight bus (flygbuss) Arlanda–Liljeholmen (recommended!)**

Outside terminal 5 at Arlanda airport bus stop 2 there is a bus that goes from Arlanda to Liljeholmen. The price is 119 SEK (ca. 13 EUR, buy before you get on) and you should get off at



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the stop “Karolinska Institutet” which is right next to the Public Health Agency of Sweden. The trip should take around 40 minutes and the bus leaves three times every hour.

- **By train to city centre and then by bus (not recommended)**

Several trains traffic the line between Arlanda airport and Stockholm City Centre. Go to the train information desk and ask which one is closest in time. To travel from the city centre to the Public Health Agency of Sweden is a bit tricky. The fastest way is to take the tube to St. Eriksplan (green line) and then bus 3 or 77 and get off at the stop “Thorax”.

**Please note that taxi trips will be reimbursed only under special circumstances and if agreed with the NDPHS Secretariat in advance.**

Several Taxi companies go to the Public Health Agency of Sweden and it should cost around 500 SEK (ca 52 EUR). Depending on traffic it should take around 30 minutes.

### **Travel from Stockholm Arlanda Airport to the Elite Palace Hotel**

The airport buses to Arlanda depart 200 meters from Elite Palace Hotel at bus stop Norra Stationsgatan.

### **Travel from the Elite Palace Hotel to the meeting premises at the Public Health Agency of Sweden**

The Public Health Agency of Sweden can be reached by bus from a station close to Elite Palace Hotel.

Recommended bus is 3 or 73. Ask at the Hotel for easy directions.

## **MEETING DOCUMENTS**

All documents submitted to the meeting are/will be available for downloading at: [http://www.ndphs.org/?mtgs,nodars\\_psg\\_3\\_stockholm](http://www.ndphs.org/?mtgs,nodars_psg_3_stockholm). Participants are kindly requested to bring their own copies to the meeting. Files for presentation during the meeting (such as ppt presentations) should be sent to the NDPHS Secretariat for posting on the NDPHS website at least 2 days in advance.



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